

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 13, 2001

ALL COUNTY LETTER NO. 01-80

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL SPECIAL INVESTIGATIVE UNIT CHIEFS
ALL IEVS COORDINATORS

SUBJECT: INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
MANAGEMENT REPORT [DPA 482 (10/01)]

REFERENCE: ALL COUNTY FISCAL LETTER 96/97- 55, DATED APRIL 30, 1997

The purpose of this letter is to transmit the revised Income and Eligibility Verification System (IEVS) Management Report (DPA 482) form and instructions. The California Department of Social Services (CDSS) Data Systems and Survey Design Bureau (DSSDB) and Fraud Bureau have made changes to improve data reporting. The DPA 482 is used to assess IEVS wage match processing within County Welfare Departments, evaluate IEVS staffing levels, and determine the cost/benefit of the IEVS wage match program.

Below is a summary of the content and format changes that have been made to the form and instructions.

Content Changes

- The term "abstracts" and "matches" have been used interchangeably for the output generated by the Integrated Earnings Clearance/Fraud Detection System (IFD). The output will now be referred to only as "abstracts."
- Previous policy allowed counties to include discontinued/closed cases in Part A, Item 4a, Abstracts processed with no discrepancies during the report quarter, with the number of these abstracts noted in the Comments section. Abstracts for discontinued/closed cases must now remain in Part A, until processed.

Content Changes Continued

- References to AFDC have been changed to CalWORKs.
- Clarifications have been made in the item names and item instructions.

Format Changes

- The "Total" column has been moved to the far right column of the form.
- Items have been renumbered and the location/sequence of some items has been changed.

Reporting Requirements

It is essential that counties provide a complete, accurate and timely DPA 482 report each quarter. The mandate for this report is specified in CDSS Manual of Policies and Procedures, Division 20, 20-006.61 and 20-006.62.

Enclosed are copies of the form and instructions. These documents are available in PDF format on the CDSS All County Letters web site:
<http://www.dss.cahwnet.gov/getinfo/acl.html>.

An electronic (Microsoft Excel) copy of the DPA 482 form can be obtained by contacting Data Systems and Survey Design Bureau. This report is due on the 30th calendar day of the month following the report quarter. Therefore, the first revised report, October – December 2001, is due on or before January 30, 2002. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

If you have questions regarding completion of this form, please contact Ed Flores of the Data Systems and Survey Design Bureau at (916) 651-8269. IEVS program questions should be directed to Nanci O'Brien of the Fraud Bureau at (916) 263-5713.

Sincerely,

***Original Document Signed By
Lois VanBeers on 11/13/01***

LOIS VANBEERS
Deputy Director
Research and Development Division

Attachments
c: CWDA

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS) MANAGEMENT REPORT
Integrated Earnings Clearance/Fraud Detection System (IFD)
DPA 482 (10/01)

INSTRUCTIONS

CONTENT

The quarterly DPA 482 report contains statistical information on the results of county Income and Eligibility Verification System (IEVS) Wage Match processing. Information provided includes the number of abstracts received and processed, the number of cases and dollar amounts of client-caused CalWORKs overpayments and Food Stamp overissuances, and the number of referrals made to Special Investigative Units (SIU).

PURPOSE

The DPA 482 report provides the California Department of Social Services (CDSS) Fraud Bureau with information to: 1) Assess compliance with federal and state requirements for processing the IEVS Wage Match for CalWORKs and Food Stamp cases within County Welfare Departments (CWDs); 2) Evaluate IEVS staffing levels; and 3) Determine the cost/benefit of the IEVS Wage Match program. The report also provides county, state, and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

The CWD is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports must be received on or before the 30th calendar day of the month following the end of the report quarter. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report form and instructions are available on the CDSS, Research and Development Division (RADD) web site at: <http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes at the top of the form the county name and the report quarter and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

DEFINITIONS

Abstract: A summary document of information on individuals in a case that is used by the county for eligibility determination. The document, generated as result of an IEVS match, displays information on income and/or benefits received by a recipient in a CalWORKs or Food Stamp case. An abstract may contain information for several individuals in a case record.

Administrative Error: An overpayment of CalWORKs benefits or an overissuance of Food Stamps caused by an action or inaction of the CWD.

Client Caused Error: An overpayment of CalWORKs benefits or an overissuance of Food Stamps due to information not reported by the recipient.

Discrepancy: The information on the abstract does not agree with case record information, reported or unreported by the recipient and the difference, after being verified by the employer(s), results in an impact to current and/or prior eligibility or benefit amount. Administrative errors are not considered discrepancies.

Income and Eligibility Verification System (IEVS): An umbrella term used for the automated matching systems that assist in the eligibility determination of all applicants and recipients of the CalWORKs, Food Stamp, and Medi-Cal programs.

Integrated Earnings Clearance/Fraud Detection System (IFD) (Wage Match): An automated statewide quarterly match that compares CalWORKs, Food Stamp, and Medi-Cal recipient records submitted by the CWD or from the Medi-Cal Master Extract File (MMEF) against wage records maintained by the Employment Development Department (EDD).

Match: 1) The result produced when a record is submitted to IEVS. 2) The process that compares recipient records and/or case records with various sources that provide earned and unearned income information. 3) A term sometimes used interchangeably with “abstract.”

No Discrepancy: The information on the abstract agrees with case record information that was accurately reported by the recipient.

Processed Abstract: When the worker has received employer verification and determined that an income discrepancy does or does not exist. The fact that there was a match indicating a discrepancy does not constitute a processed abstract.

Record: A set of information comprised of a recipient’s name, social security number, and other identifiers.

Report Quarter: The period during which the county processes the wage match. The report quarters are January – March, April – June, July – September, and October – December. The DPA 482’s report quarter is not to be confused with the wage quarter printed on the wage abstracts.

Wage Quarter: The quarter during which the recipient received the wages as reported by the employers(s) to EDD.

COLUMN INSTRUCTIONS**PART A. ABSTRACTS**

Column (A) CalWORKs: Enter in this column the number of CalWORKs-only and CalWORKs/Public Assistance Food Stamps (PAFS) abstracts received during the report quarter for each of the items in Part A.

Column (B) NAFS: Enter in this column the number of Nonassistance Food Stamps (NAFS) abstracts received during the report quarter for each of the items in Part A. For the purpose of this report, this will include Food Stamps that are received with General Relief/Assistance cases.

Column (C) TOTAL: Enter in this column the total from Column (A) CalWORKs plus Column (B) NAFS for each of the items in Part A.

PART B. ERROR CASES

Column (A) CalWORKs: Enter in the “Number of Cases” column the number of CalWORKs cases with errors during the report quarter. Enter in the “Dollar Amounts” column the dollar amount of CalWORKs overpayments during the report quarter.

Column (B) ALL FOOD STAMPS: Enter in the “Number of Cases” column the number of all Food Stamp cases (Public Assistance and Nonassistance) with errors during the report quarter. Enter in the “Dollar Amounts” column the dollar amount of Food Stamp overissuances during the report quarter.

Column (C) TOTAL: Enter in the “Number of Cases” column the number of cases reported from Column (A) CalWORKs plus Column (B) ALL FOOD STAMPS during the report quarter. Enter in the “Dollar Amounts” column the dollar amounts reported in Column (A) CalWORKs plus Column (B) ALL FOOD STAMPS.

NOTE: If a case has both a CalWORKs overpayment and a Food Stamp overissuance, count it as one case under each program.

ITEM INSTRUCTIONS**PART A. ABSTRACTS**

Part A counts abstracts. If the county has a processing backlog the number of abstracts reported in Part A will not be the same number of cases reported in Part B.

1. **Abstracts carried forward from last report quarter (Item 1a plus or minus Item 1b):** Enter the number of unprocessed abstracts from the previous report quarter. *[Cells 1-3]*
 - a. **Item 5 from last report quarter:** Enter the number from Item 5, Total abstracts pending at the end of the report quarter, from last quarter's report. *[Cells 4-6]*
 - b. **Adjustment to Item 1a (Positive or negative number – explain in Comments):** Enter any adjustments (positive or negative) to Item 5, Total abstracts pending at the end of the report quarter, and indicate the reason in the Comments section. Enter “0” (zero) if there are no adjustments. *[Cells 7-9]*

ITEM INSTRUCTIONS CONTINUED**PART A. ABSTRACTS CONTINUED**

2. Abstracts received during the report quarter: Enter the number of abstracts received during the report quarter. This number should either be the number of printed abstracts received from CDSS or the number of abstracts printed by the county. The number of abstracts that were not printed for closed or partial quarter cases should also be included. *[Cells 10-12]*
3. Total abstracts on hand during the report quarter (Item 1 plus Item 2): Enter the total of Item 1 plus Item 2. *[Cells 13-15]*
4. Abstracts processed during the report quarter (Item 4a plus Item 4b): Enter the number of abstracts processed during the report quarter. These totals should reflect all abstracts processed within the report quarter from the inventory of current and prior wage quarters. **NOTE:** If three wage quarters are processed for one case, count as three abstracts processed. *[Cells 16-18]*
 - a. Abstracts processed with no discrepancies: Enter the number of abstracts processed during the report quarter where “no discrepancy” is determined. *[Cells 19-21]*

NOTE: Previous policy allowed counties to include discontinued/closed cases in Part A, Item 4a, Abstracts processed with no discrepancies during the report quarter, with the number of these abstracts noted in the Comments section. Abstracts for discontinued/closed cases must now remain in Part A, until processed.
 - b. Abstracts processed with discrepancies: Enter the number of abstracts processed during the report quarter that identify a discrepancy. *[Cells 22-24]*
5. Total abstracts pending at the end of the report quarter (Item 3 minus Item 4): Enter the difference of Item 3 minus Item 4. *[Cells 25-27]*

PART B. ERROR CASES

Unlike Part A, that counts abstracts, Part B is designed to capture the number of cases with errors. Although a case may have multiple abstracts with discrepancies (backlog from prior wage quarters processed during current report quarter) it is counted as one case error.

6. Cases with client caused errors carried forward from last report quarter (Item 6a plus or minus Item 6b): Enter the number of pending client caused errors from the previous report quarter for which overpayments/overissuances have not yet been established. *[Cells 28-30]*
 - a. Item 9 from last report quarter: Enter the number from Item 9, Cases with client caused errors pending at the end of the report quarter, from last quarter's report. *[Cells 31-33]*
 - b. Adjustment to Item 6a (Positive or negative number – explain in Comments): Enter any adjustments (positive or negative) to Item 9, Cases with client caused errors pending at the end of the report quarter, from last quarter's report and indicate the reason in the Comments section. Enter 0 (zero) if there are no adjustments. *[Cells 34-36]*
7. Cases with client caused errors during the report quarter: Enter the number of cases with client caused errors represented by the number of abstracts with discrepancies in Part A, Item 4b. If a case has both a client caused and potential administrative error, report it as client caused. *[Cells 37-39]*

ITEM INSTRUCTIONS CONTINUED**PART B. ERROR CASES CONTINUED**

8. Cases with client caused overpayments/overissuances established during the report quarter: Enter the number of cases and dollar amounts of client caused overpayments/overissuances established during the report quarter (IEVS only). *[Cells 40-45]*

Example: A county establishes a client caused overpayment during the report quarter that encompasses multiple wage quarters including the immediate wage quarter. This overpayment would be included in Part B Item 7 and Item 8. If the county receives a subsequent abstract for a wage quarter that was included in determining the overpayment computation, this abstract would still be counted in Part A Item 2 and Item 4b, but would not be counted again in Part B.

9. Cases with client caused errors pending at the end of the report quarter (Item 6 plus Item 7 minus Item 8): Enter Item 6 plus Item 7 minus Item 8. *[Cells 46-48]*
10. Cases with administrative errors identified during the report quarter (Information only): Enter the number of completed cases and dollar amounts of overpayments/overissuances identified due to administrative error (AE) only. **NOTE**: This item is for information only and need only be completed if the county has the means to track administrative errors. *[Cells 49-54]*
11. Cases discontinued during the report quarter (Entire case discontinued): If all members in the CalWORKs case were discontinued, enter the case under Column (A) CalWORKs. If all members in the Food Stamp Household were discontinued, enter the case under Column (B) ALL FOOD STAMPS. In those situations where all members in the case were discontinued from both CalWORKs and Food Stamps, enter the case under each program. *[Cells 55-57]*
12. Cases with individuals only discontinued during the report quarter (Case continued, but one or more individuals were discontinued): Enter the case in this item if at least one member of the Assistance Unit and/or Food Stamp Household was discontinued but the case continued to receive benefits. If a member was discontinued in a CalWORKs case, enter the case under Column (A) CalWORKs. If a member was discontinued in a Food Stamp case, enter the case under Column (B) ALL FOOD STAMPS. If a member was discontinued from both CalWORKs and Food Stamps, enter the case under each program. *[Cells 58-60]*
13. Cases with SIU/DA referrals during the report quarter: Enter the number of cases referred to the Special Investigative Unit (SIU) or to the District Attorney (DA) under each appropriate program. If a member in a CalWORKs case was referred to the SIU/DA, enter the case under Column (A) CalWORKs. If a member in a Food Stamp case was referred to the SIU/DA, enter the case under Column (B) ALL FOOD STAMPS. If a member of both a CalWORKs and a Food Stamp case was referred to the SIU/DA, enter the case under each program. If the county refers an IEVS case to *both* the SIU and the DA, the referral should only be entered once, under the appropriate program(s). These may be overpayments/overissuances established or pending in Part B, Item 8 or Item 9. If Administrative Disqualification Hearings (ADHs) are routinely routed through the SIU, enter the number of ADHs in this item. If not, enter only the result in Item 11 or Item 12. *[Cells 61-63]*

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.

COMMENTS CONTINUED

- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

Income and Eligibility Verification System (IEVS) Management Report

Integrated Earnings Clearance/Fraud Detection System (IFD)

SEND ONE COPY OF THIS REPORT TO:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P. O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME		REPORT QUARTER AND YEAR					
PART A. ABSTRACTS	CalWORKs Number of Abstracts (A)	NAFS Number of Abstracts (B)	TOTAL Number of Abstracts (C)				
	1. Abstracts carried forward from last report quarter (Item 1a plus or minus Item 1b).....	1	2	3			
	a. Item 5 from last report quarter.....	4	5	6			
	b. Adjustment to Item 1a (Positive or negative number - explain in Comments)....	7	8	9			
	2. Abstracts received during the report quarter.....	10	11	12			
	3. Total abstracts on hand during the report quarter (Item 1 plus Item 2).....	13	14	15			
	4. Abstracts processed during the report quarter (Item 4a plus Item 4b).....	16	17	18			
	a. Abstracts processed with no discrepancies.....	19	20	21			
	b. Abstracts processed with discrepancies.....	22	23	24			
	5. Total abstracts pending at the end of the report quarter (Item 3 minus Item 4).....	25	26	27			
PART B. ERROR CASES	CalWORKs (A)	ALL FOOD STAMPS		TOTAL (C)			
	Number of Cases	Dollar Amounts	Number of Cases	Dollar Amounts	Number of Cases	Dollar Amounts	
	6. Cases with client caused errors carried forward from last report quarter (Item 6a plus or minus Item 6b)....	28		29		30	
	a. Item 9 from last report quarter.....	31		32		33	
	b. Adjustment to Item 6a (Positive or negative number - explain in Comments)....	34		35		36	
	7. Cases with client caused errors during the report quarter...	37		38		39	
	8. Cases with client caused overpayments/overissuances established during the report quarter.....	40	41	42	43	44	45
		\$		\$		\$	
	9. Cases with client caused errors pending at the end of the report quarter (Item 6 plus Item 7 minus Item 8).....	46		47		48	
	10. Cases with administrative errors identified during the report quarter (Information only).....	49	50	51	52	53	54
		\$		\$		\$	
	11. Cases discontinued during the report quarter (Entire case discontinued).....	55		56		57	
	12. Cases with individuals only discontinued during the report quarter (Case continued, but one or more individuals were discontinued).....	58		59		60	
	61	62		63			
13. Cases with SIU/DA referrals during the report quarter.....							
COMMENTS							
CONTACT PERSON (Print)			TELEPHONE ()		DATE COMPLETED		
TITLE/CLASSIFICATION			FAX ()				